

STATE OF MONTANA OIL & GAS LEASE ASSIGNMENT INSTRUCTIONS

Form DS-424 must appear on one side of a legal (8½" x 14") size page, with the Director's signature at the bottom of page 1. If the assignment is not submitted in this format, it will not be approved.

- Assignment must be completed on the current Montana Department of Natural Resources and Conservation assignment form (DS-424). If an assignor or assignee no longer exists, county-certified assignments may be submitted in lieu of a DS-424.
- Assignments must be submitted in **triplicate** with original signatures and notaries. The filing fee is \$25.00 per set of three. After an assignment is approved, one original remains in the Department's lease file, one is executed for the assignor, and one for the assignee. If either of the parties does not wish an executed assignment returned to them, two originals are acceptable. The Department does not approve copies.
- Assignee must be qualified to do business in the State of Montana and registered with the Secretary of State. Further information on how to register can be found on the State of Montana website at <http://sos.mt.gov/Business/index.asp>.
- If less than 100% of the lease is assigned, a Designated Agent must be named on the assignment form. The Designated Agent must have working interest in the lease.
- There can only be one assignor listed on an assignment. However, one assignor can assign to multiple assignees on the same assignment form. If there is more than one assignee, the **Assignee's Acceptance of Obligations** and **Assignee's Acknowledgement** portions of the assignment must be copied and attached for each company. Percentages assigned and retained must be clearly described on an attached exhibit or in a cover letter.
- **Approval of Assignment** portion of the assignment form must remain at the bottom of the first page in its entirety.
- A current address of the assignee must be included either on the assignment form or in a cover letter.
- When a transfer of interest results from a merger or name change, you may submit copies of documents filed with your Secretary of State's office. The Department does not charge filing fees for transfers of interest resulting from mergers or name changes.
- Send completed assignments to DNRC/TLMD, PO Box 201601, Helena, MT 59620-1601.
- For additional information, please contact Julie Mason at jmason2@mt.gov or (406) 444-4576.